



GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes

Registered Charity No. 1027557

Tel: 0774 9869688 (during session time only)

Email address: greatlinfordvillagepreschool@hotmail.co.uk



Staff Code of Conduct

The welfare of the children is paramount. To ensure this welfare staff and all adults involved in the preschool must put the children first at ALL times. For this vital goal to be achieved it is essential that everyone in the pre-school is aware of, and understands the policies, procedures and systems to which the pre-school runs. These are in place to protect children, staff and the pre-school as a whole.

As a member of staff at Great Linford Village Pre-school you should:

Treat all children and young people with equal concern and respect

Provide an example of good conduct:

1/. When caring for children in the pre-school

2/. When working as a member of staff in a team of adults at/for the pre-school

3/. When speaking to prospective or of existing parents/carers who need to feel confident that they are leaving their children with adults who conduct themselves in a good manner.

4/. When with your own children, both at the pre-school and in public- remember this will reflect on the pre-school. Ensure as much as possible that there is more than one adult present during activities with children- if this is not possible ensure that you are in sight and sound of others.

Respect a young persons right to privacy.

Remember someone else may misinterpret your actions, no matter how well intentioned.

Be aware of any physical contact with children, ensure that it is open and in clear view of others.

Ensure your ability to work directly with children is not hindered by being under the influence of alcohol or any other substance.

Notify your manager should you be taking medication that may affect your ability to care for children – and follow any medical advice given.

Notify your manager of any significant event that may affect your suitability to work in pre-school, such as cautions, reprimands, warnings, court orders and convictions, occurring at any time prior to or during employment.

Recognise that caution is required if discussing sensitive issues with children or young people.

Operate within the pre-school guidelines and principles, adhering to policies and procedures at all times.

Challenge unacceptable behaviour in an appropriate manner.

Report ALL allegations/suspicions of abuse to the supervisor or our named Child Protection Liaison Officer.

You must not:

Have inappropriate physical or verbal contact with children or young people

Allow yourself to be drawn into inappropriate attention seeking behaviour

Make suggestive or derogatory remarks in front of children

Jump to conclusions without checking facts

Either exaggerate or trivialise child abuse issues

Show favouritism to an individual child

Rely on the good name of the pre-school to protect you

Believe “It could never happen to me”

Take a chance when common sense, policy or practice suggests another more prudent approach

Code of Conduct September 2012

If you feel that there is reason to believe that anyone has been conducting themselves inappropriately around children it is your duty to protect the child by reporting your concerns. Below is the Whistle Blowing Policy to which Great Linford Pre-school operates.



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Whistle Blowing Policy

It is the duty of all who work with children to protect them

Any concerns even if unproven should be reported to the pre-school Supervisor- this includes reporting another member of staff

Confidentiality is of utmost importance at all times, however where people work closely together, there is the chance that other staff members may find out about confidential issue

Concerns regarding child protection may turn out to be unfounded. However, regardless of any outcome, it is important that other members of staff and committee recognise that anyone reporting their concerns was carrying out their job properly by doing so

Any member of staff or committee concerned with such cases must not in anyway be penalised or bullied and treating anyone, in such a way, with involvement in such cases will not be accepted

Please note; the Whistle Blowing Policy along with the Code of Conduct is part of your contract and also the pre-school's Child Protection Policy. Our pre-school has a Procedure for Dealing with Inappropriate Conduct and steps outlined in this document will be followed should any member of staff fail to comply with any area of this Code of Conduct.

Breaches of the code of conduct and the standards it expresses may result in disciplinary action. All staff are expected to operate within the law. Unlawful or criminal behaviour, even away from work, could result in disciplinary action

This policy was adopted at a meeting of

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

Great Linford Village Pre-school	name of setting
	(date)
	(date)



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